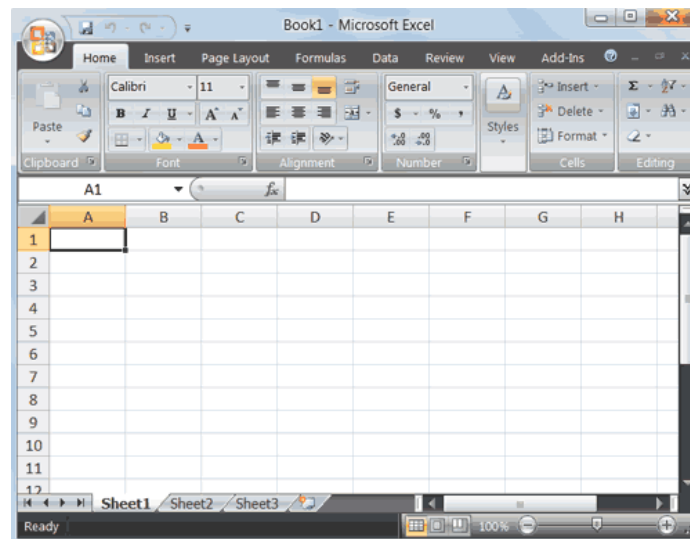


Lesson 1: Entering Text and Numbers

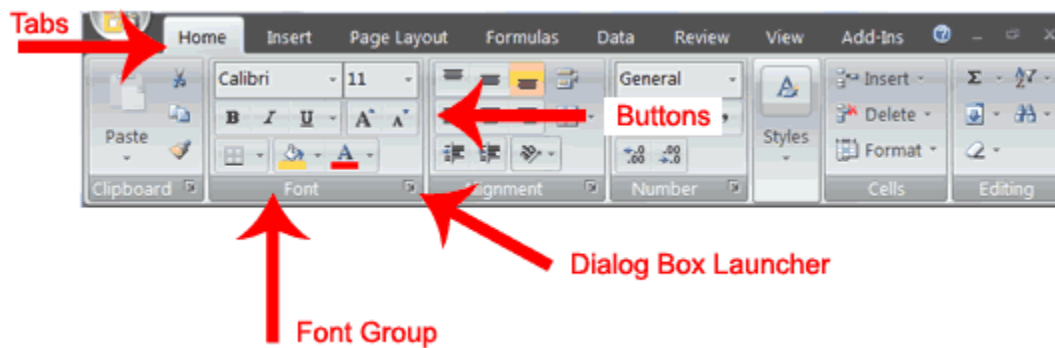
The Microsoft Excel Window

Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly.

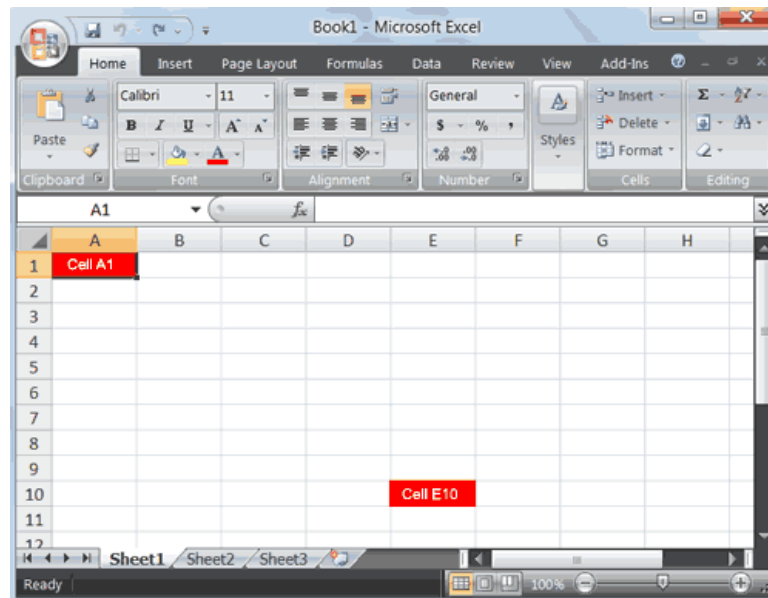
To begin this lesson, start Microsoft Excel 2007. The Microsoft Excel window appears and your screen looks similar to the one shown here.



The Ribbon



Worksheets



Microsoft Excel consists of **worksheets**. Each worksheet contains **columns** and **rows**. The **columns** are lettered **A to Z** and then continuing with AA, AB, AC and so on; the **rows** are numbered **1 to 1,048,576**.

The combination of a column coordinate and a row coordinate make up a **cell** address. For example, the cell located in the upper-left corner of the worksheet is cell A1, meaning column A, row 1. Cell E10 is located under column E on row 10. You enter your data into the cells on the worksheet.

The Formula Bar



Formula Bar

If the Formula bar is turned on, the **cell address** of the cell you are in displays in the **Name box** which is located on the left side of the Formula bar. **The content of the cell** displays on the right side of the Formula bar. If you do not see the Formula bar in your window, perform the following steps:

1. Choose the View tab.
2. Click Formula Bar in the Show/Hide group. The Formula bar appears.

Move Around a Worksheet

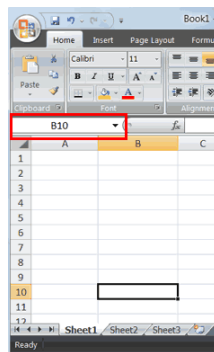
By using the **arrow keys**, you can move around your worksheet. You can use the down arrow key to move downward one cell at a time. You can use the up arrow key to move upward one cell at a time. You can use the **Tab key** to move across the page to the right, one cell at a time. You can **hold down the Shift key and then press the Tab key to move to the left**, one cell at a time. You can use the **right and left arrow keys** to move right or left one cell at a time.

Go To Cells Quickly

The following are shortcuts for moving quickly from one cell in a worksheet to a cell in a different part of the worksheet.

The Name Box

You can also use the **Name box** to go to a specific cell. Just type the cell you want to go to in the Name box and then press Enter.



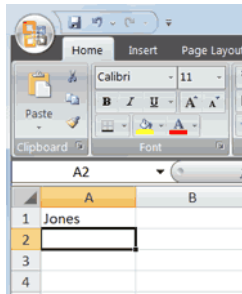
1. Type **B10** in the Name box.
2. Press Enter. Excel moves to cell B10.

Enter Data

First, place the cursor in the cell in which you want to start entering data. Type some data, and then press Enter.

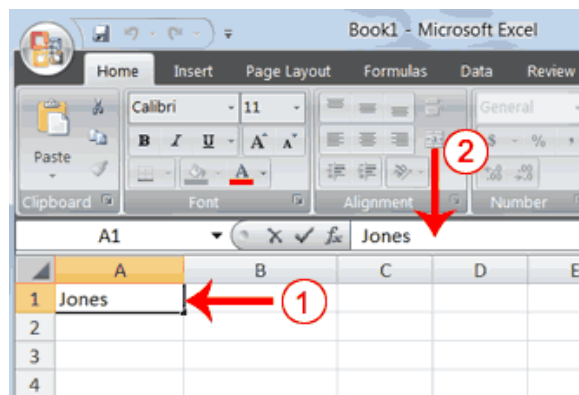
Edit a Cell

After you enter data into a cell, you can edit the data by pressing **F2** while you are in the cell you wish to edit.

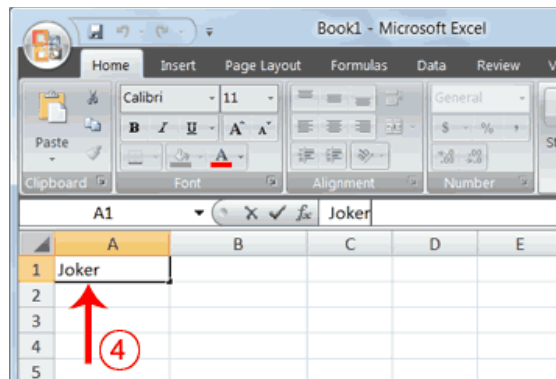


Alternate Method: Editing a Cell by Using the Formula Bar

You can also edit the cell by using the Formula bar. You change "Jones" to "Joker" in the following exercise.



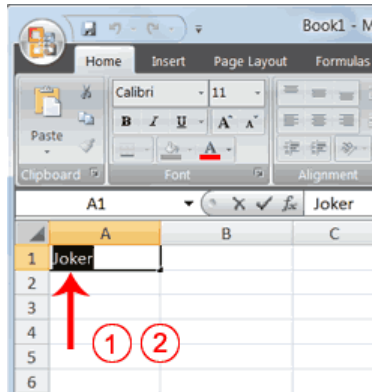
1. Move the cursor to cell A1.
2. Click in the formula area of the Formula bar.



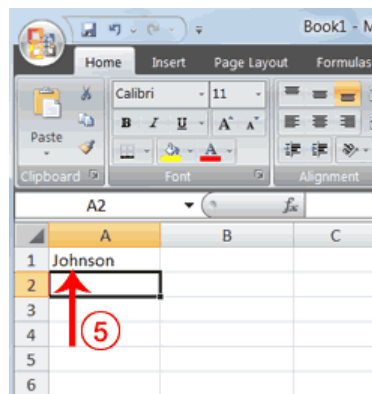
3. Use the backspace key to erase the "s," "e," and "n."
4. Type **ker**.
5. Press Enter.

Alternate Method: Edit a Cell by Double-Clicking in the Cell

You can change "Joker" to "Johnson" as follows:



1. Move to cell A1.
2. Double-click in cell A1.
3. Press the End key. Your cursor is now at the end of your text.

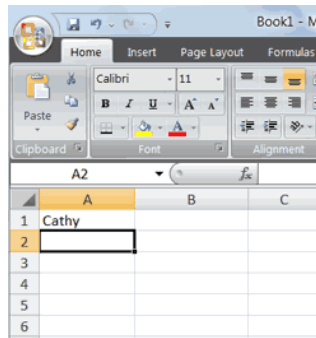


3. Use the Backspace key to erase "r," "e," and "k."
4. Type **hnson**.
5. Press Enter.

Change a Cell Entry

Typing in a cell replaces the old cell entry with the new information you type.

1. Move the cursor to cell A1.
2. Type **Cathy**.
3. Press Enter. The name "Cathy" replaces "Johnson."



Entering Excel Formulas and Formatting Data

In this lesson, you learn how to perform basic mathematical calculations and how to format text and numerical data. To start this lesson, open Excel.

Perform Mathematical Calculations

In Microsoft Excel, you can enter numbers and mathematical formulas into cells. Whether you enter a number or a formula, you can reference the cell when you perform mathematical calculations such as addition, subtraction, multiplication, or division. When entering a mathematical formula, precede the formula with an equal sign. Use the following to indicate the type of calculation you wish to perform:

+ Addition

- Subtraction

* Multiplication

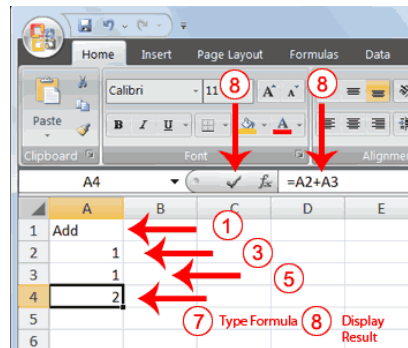
/ Division

^ Exponential

In the following exercises, you practice some of the methods you can use to move around a worksheet and you learn how to perform mathematical calculations.

EXERCISE 1

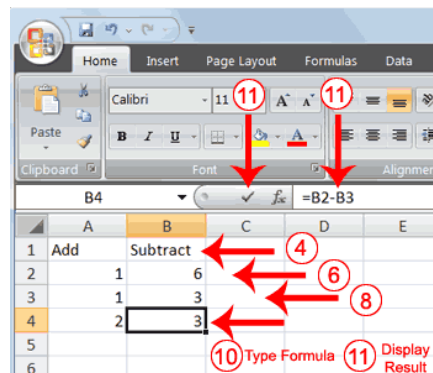
Addition



1. Type **1** in cell A2.
2. Press Enter. Excel moves down one cell.
3. Type **1** in cell A3.
4. Press Enter. Excel moves down one cell.
5. Type **=A2+A3** in cell A4.
6. Click the check mark on the Formula bar. Excel adds cell A1 to cell A2 and displays the result in cell A4. The formula displays on the Formula bar.

Note: Clicking the check mark on the Formula bar is similar to pressing Enter. Excel records your entry but does not move to the next cell.

Subtraction



1. Type **6** in cell B2.
2. Press Enter. Excel moves down one cell.
3. Type **3** in cell B3.
4. Press Enter. Excel moves down one cell.
5. Type **=B2-B3** in cell B4.
6. Click the check mark on the Formula bar. Excel subtracts cell B3 from cell B2 and the result displays in cell B4. The formula displays on the Formula bar.

Multiplication

1. Type **2** in cell C2.
2. Press Enter. Excel moves down one cell.
3. Type **3** in cell C3.
4. Press Enter. Excel moves down one cell.
5. Type **=C2*C3** in cell C4.
6. Click the check mark on the Formula bar. Excel multiplies C1 by cell C2 and displays the result in cell C3. The formula displays on the Formula bar.

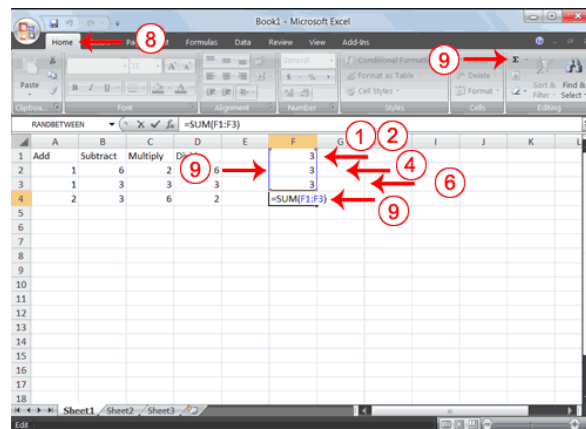
Division

1. Type **6** in cell D2.
2. Press Enter. Excel moves down one cell.
3. Type **3** in cell D3.
4. Press Enter. Excel moves down one cell.
5. Type **=D2/D3** in cell D4.
6. Click the check mark on the Formula bar. Excel divides cell D2 by cell D3 and displays the result in cell D4. The formula displays on the Formula bar.

AutoSum

When you press the AutoSum button Σ , Excel selects the numbers it thinks you want to add. If you then click the check mark on the Formula bar or press the Enter key, Excel adds the numbers. If Excel's guess as to which numbers you want to add is wrong, you can select the cells you want.

The following illustrates AutoSum:



1. Go to cell F1.
2. Type **3**.
3. Press Enter. Excel moves down one cell.
4. Type **3**.

5. Press Enter. Excel moves down one cell.
6. Type 3.
7. Press Enter. Excel moves down one cell to cell F4.
8. Choose the Home tab.
9. Click the AutoSum button  in the Editing group. Excel selects cells F1 through F3 and enters a formula in cell F4.

E	F	G
	3	
	3	
	3	
	9	

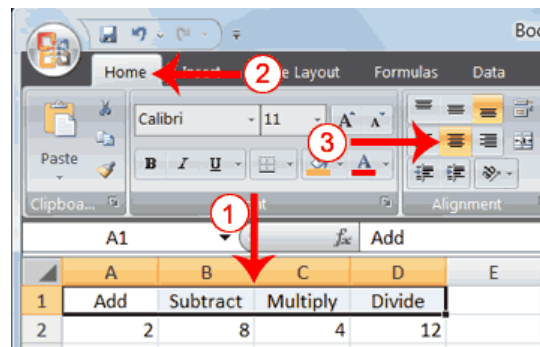
10. Press Enter. Excel adds cells F1 through F3 and displays the result in cell F4.

Align Cell Entries

	A	B	C	D
1	Add	Subtract	Multiply	Divide
2	2	8	4	12

Center

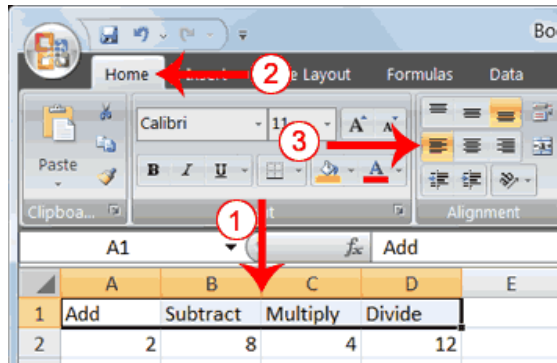
To center cells A1 to D1:



1. Select cells A1 to D1.
2. Choose the Home tab.
3. Click the Center button  in the Alignment group. Excel centers each cell's content.

Left-Align

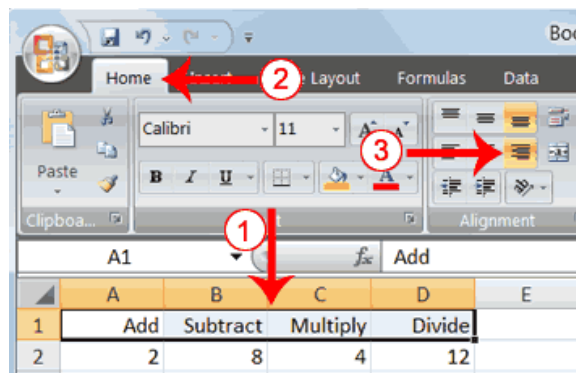
To left-align cells A1 to D1:



1. Select cells A1 to D1.
2. Choose the Home tab.
3. Click the Align Text Left  button in the Alignment group. Excel left-aligns each cell's content.

Right-Align

To right-align cells A1 to D1:



1. Select cells A1 to D1. Click in cell A1.
2. Choose the Home tab.
3. Click the Align Text Right  button. Excel right-aligns the cell's content.
4. Click anywhere on your worksheet to clear the highlighting.